

# **6 FAH-2 H-570 FINAL EVALUATION AND CLOSEOUT**

*(TL:CORH-1; 08-21-1997)*

## **6 FAH-2 H-571 GENERAL**

*(TL:CORH-1; 08-21-1997)  
(State Only)*

a. A contract has been completed when all services have been rendered, all articles, material, and reports have been delivered and accepted; administrative actions accomplished; and final payment made to the contractor.

b. Contract closeout actions are primarily the responsibility of the Contracting Officer. However, the assistance of the COR is necessary to certify that all services have been rendered satisfactorily and all deliverables are acceptable. In the case of consulting contracts, the COR must complete an "assessment report" regarding the contractor's performance.

## **6 FAH-2 H-572 FINAL EVALUATION**

*(TL:CORH-1; 08-21-1997)  
(State Only)*

a. When the contract expires, the Contracting Officer will send the COR a memorandum, requesting completion of closeout documentation. The documentation will consist of a completion certificate, a contractor evaluation form (Form DS-1771, SF-1420, or SF-1421), and a final payment and closeout certificate. These documents are shown in the exhibits 6 FAH-2 H-572 Exhibit H572A through 6 FAH-2 H-572 Exhibit H572E , respectively.

b. The Form DS-1771 constitutes the COR's final evaluation of the contractor's performance for other than construction or architect-engineer services. As such, the COR should expound on all questions where explanations or statements are required. This information is very useful for future competitions where the same contractor may compete for another award. The SF-1420 is used for construction contracts and the SF-1421 is used for architect-engineer services.

## **6 FAH-2 H-573 CLOSEOUT**

*(TL:CORH-1; 08-21-1997)*  
*(State Only)*

After the Contracting Officer receives the COR's closeout documentation, he or she will initiate administrative closeout actions, e.g., requesting final audits, negotiating final settlements, etc. The COR must assist the Contracting Officer with respect to providing information and/or recommendations, as required.

## **6 FAH-2 H-574 THROUGH H-579 UNASSIGNED**

# 6 FAH-2 H-572 Exhibit H-572A COR COMPLETION CERTIFICATE

(TL:CORH-1; 08-21-1997)

## MEMORANDUM

TO: [Contracting Officer]

FROM: [COR]

SUBJECT: Completion Certificate—Contract No. [insert number] with [insert contractor's name]

As the Contracting Officer's Representative for the subject contract, I hereby certify that:

1. All services specified to be accomplished under the terms and conditions of the contract have been satisfactorily completed;
2. All services and/or goods required to be delivered under the contract have been received and accepted;
3. The contractor has not been requested to provide any services and/or goods in addition to or other than the services and/or goods specified in the contract;
4. All Government-furnished equipment and/or other items provided to or purchased by the contractor and required to be returned by the contractor under the terms and conditions of the contract have been received; and,
5. If applicable, all identification/building passes have been returned to the COR.


Date Contract Expired: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

**6 FAH-2 H-572 Exhibit H-572B**  
**FORM DS-1771,**  
**CONTRACTOR EVALUATION STATEMENT**

(TL:CORH-1; 08-21-1997))

 <b>U.S. DEPARTMENT OF STATE</b> <small>WASHINGTON, D.C. 20520</small> <b>CONTRACTOR EVALUATION STATEMENT</b>		
<small>(If additional space is required, continue on blank paper, referencing items by number.)</small>		
<b>NOTE: The information contained on this form is for the internal use of the Department of State and shall not be disclosed outside the Department except as authorized by the Assistant Secretary of State for Administration.</b>		
<b>TO:</b> <small>(Name and location of Contracting Officer)</small>	<b>FROM:</b> <small>(Name and location of program office)</small>	
<b>NAME AND ADDRESS OF CONTRACTOR</b>	<b>CONTRACT NO.</b>	
<b>I. EVALUATION OF CONTRACTOR'S PERFORMANCE</b>		
1. Explain the contractor's performance as compared to the requirements of the statement of work and its proposal, including quantity, quality, and timelines of work done.		
2. Explain relationship of contractor's personnel to the Department and other parties involved in the performance of the contract. (Did contractor's personnel conduct themselves in a professional and businesslike manner? Did they respond in a constructive way for problems and difficulties as they arose? Was there stability in the leadership and personnel assigned to the contractor or were there numerous changes?)		
3. Did contractor report on progress in a timely and thorough manner as called for by the contract? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)		
4. Did contractor perform within cost structure of the contract? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)		
5. To what extent was the final product of the contractor, including data and conclusions, responsive to the stated purpose of the contract?		
6. How do you rate the contractor's overall performance? <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Less than Satisfactory (Explain)		
7. Do you recommend that the contractor be used again? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)		
<b>II. EVALUATOR</b>		
TYPED NAME AND TITLE OF TECHNICAL PROJECT OFFICER	SIGNATURE	DATE SIGNED
<b>III. APPROVAL (By Deputy Assistant Secretary/Major Office Director)</b>		
TYPED NAME AND TITLE OF APPROVAL OFFICIAL	SIGNATURE	DATE APPROVED
<small>FORM 1-91 DS-1771 PREVIOUS EDITION NOT USABLE</small>		

# 6 FAH-2 H-572 Exhibit H-572C SF-1420, PERFORMANCE EVALUATION (CONSTRUCTION CONTRACTS)

(TL:CORH-1; 08-21-1997)

FOR OFFICIAL USE ONLY (WHEN COMPLETED)				
<b>PERFORMANCE EVALUATION – CONSTRUCTION CONTRACTS</b>				1. CONTRACT NUMBER
<b>PART I – GENERAL CONTRACT DATA</b>				
2. CONTRACTOR (Name, address and ZIP code)		3. TYPE OF CONTRACT (Check) <input checked="" type="checkbox"/> A. ADVERTISED <input type="checkbox"/> B. NEGOTIATED		<input type="checkbox"/> CPFF <input type="checkbox"/> FIRM FIXED PRICE <input type="checkbox"/> OTHER (Specify)
5. DESCRIPTION AND LOCATION OF WORK		4. COMPLEXITY OF WORK <input type="checkbox"/> DIFFICULT <input type="checkbox"/> ROUTINE		
6. FISCAL DATA		A. AMOUNT OF BASIC CONTRACT \$	B. TOTAL AMOUNT OF MODIFICATION \$	C. LIQUIDATED DAMAGES ASSESSED \$
7. SIGNIFICANT DATES		A. DATE OF AWARD	B. ORIGINAL CONTRACT COMPLETION DATE	C. REVISED CONTRACT COMPLETION DATE
8. TYPE AND EXTENT OF SUBCONTRACTING				
<b>PART II – PERFORMANCE EVALUATION OF CONTRACT (Check appropriate box)</b>				
9. PERFORMANCE ELEMENTS		OUTSTANDING	SATISFACTORY	UNSATISFACTORY
A. QUALITY OF WORK				
B. TIMELY PERFORMANCE				
C. EFFECTIVENESS OF MANAGEMENT				
D. COMPLIANCE WITH LABOR STANDARDS				
E. COMPLIANCE WITH SAFETY STANDARDS				
10. OVERALL EVALUATION <input type="checkbox"/> OUTSTANDING (Explain in Item 13, on reverse) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY (Explain in Item 14, on reverse)				
11. EVALUATED BY				
A. ORGANIZATION (Type or print)		B. NAME AND TITLE (Type or print)		
		C. SIGNATURE		
		D. DATE		
12. EVALUATION REVIEWED BY				
A. ORGANIZATION (Type or print)		B. NAME AND TITLE (Type or print)		
		C. SIGNATURE		
		D. DATE		
NSN 7540-01-150-0326 1420-101		FOR OFFICIAL USE ONLY (WHEN COMPLETED)		STANDARD FORM 1420 (10-83) Prescribed by GSA FAR (45 CFR) 53.236-1(b)

# Continuation — 6 FAH-2 H-572 Exhibit H-572C

## FOR OFFICIAL USE ONLY (WHEN COMPLETED)

13. REMARKS ON OUTSTANDING PERFORMANCE - AS INDICATED BY THE CONTRACTOR'S PERFORMANCE ON THIS CONTRACT. IF YOU CONSIDER THE CONTRACTOR TO BE OUTSTANDING, SET FORTH FACTUAL DATA SUPPORTING THIS OBSERVATION. THESE DATA MUST BE IN SUFFICIENT DETAIL TO ASSIST CONTRACTING OFFICERS IN SELECTING CONTRACTORS THAT HAVE DEMONSTRATED OUTSTANDING QUALITY OF WORK AND RELIABILITY. (Continue on separate sheet, if needed.)

14. EXPLANATION OF UNSATISFACTORY EVALUATION - FOR EACH UNSATISFACTORY ELEMENT, PROVIDE FACTS CONCERNING SPECIFIC EVENTS OR ACTIONS TO JUSTIFY THE EVALUATION (e.g., extent of Government inspection required, rework required, subcontracting, cooperation of contractor, quality of workmen and adequacy of equipment). THESE DATA MUST BE IN SUFFICIENT DETAIL TO ASSIST CONTRACTING OFFICERS IN DETERMINING THE CONTRACTOR'S RESPONSIBILITY. (Continue on separate sheet, if needed.)

FOR OFFICIAL USE ONLY  
(WHEN COMPLETED)

STANDARD FORM 1420 BACK (10-83)

# 6 FAH-2 H-572 Exhibit H-572D

## SF-1421, PERFORMANCE EVALUATION (ARCHITECT-ENGINEER)

(TL:CORH-1; 08-21-1997)

PERFORMANCE EVALUATION (ARCHITECT-ENGINEER)				1. PROJECT NUMBER																						
				2. CONTRACT NUMBER																						
<b>IMPORTANT:</b> Be sure to complete Performance section on reverse. If additional space is necessary for any item, use Remarks section on reverse.																										
3. TYPE OF REPORT (Check one)			4. REPORT NUMBER		5. DATE OF REPORT																					
<input type="checkbox"/> INTERIM <input type="checkbox"/> COMPLETION OF DESIGN OR STUDY <input type="checkbox"/> COMPLETION OF CONSTRUCTION <input type="checkbox"/> TERMINATION																										
6. NAME AND ADDRESS OF CONTRACTOR			7. PROJECT DESCRIPTION AND LOCATION																							
8. OFFICE RESPONSIBLE FOR:																										
A. SELECTION OF CONTRACTOR		B. NEGOTIATION/AWARD OF CONTRACT		C. ADMINISTRATION OF CONTRACT																						
9. CONTRACT DATA																										
A. TYPE OF WORK			B. TYPE OF CONTRACT																							
<input type="checkbox"/> DIFFICULT <input type="checkbox"/> ROUTINE  <input type="checkbox"/> SIMPLE			<input type="checkbox"/> FIXED-PRICE <input type="checkbox"/> OTHER (Specify)  <input type="checkbox"/> COST-REIMBURSEMENT																							
C. PROJECT COMPLEXITY			D. PROFESSIONAL SERVICES CONTRACT																							
<input type="checkbox"/> DIFFICULT <input type="checkbox"/> ROUTINE  <input type="checkbox"/> SIMPLE			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INITIAL FEE</th> <th colspan="2">AMENDMENTS</th> <th colspan="2">CLAIMS BY CONTRACTOR</th> <th>TOTAL FEE</th> </tr> <tr> <td>NO.</td> <td>AMOUNT</td> <td>NO.</td> <td>AMOUNT</td> <td>NO.</td> <td>AMOUNT</td> <td></td> </tr> <tr> <td></td> <td>\$</td> <td></td> <td>\$</td> <td></td> <td>\$</td> <td>\$</td> </tr> </table>			INITIAL FEE		AMENDMENTS		CLAIMS BY CONTRACTOR		TOTAL FEE	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT			\$		\$		\$	\$
INITIAL FEE		AMENDMENTS		CLAIMS BY CONTRACTOR		TOTAL FEE																				
NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT																					
	\$		\$		\$	\$																				
E. DATE CONTRACT AWARDED		F. CONTRACT COMPLETION DATE (including extensions)		G. ACTUAL COMPLETION DATE OF CONTRACT																						
10. KEY CONSULTANT DATA																										
A. NAMES		B. ADDRESS		C. SPECIALTY																						
11. CONSTRUCTION COSTS		A. INITIAL ESTIMATE		B. AWARD																						
		\$		\$																						
12. CONSTRUCTION CHANGES AND DEFICIENCIES		NUMBER		TOTAL																						
A. CONSTRUCTION CHANGES				\$																						
B. CONSTRUCTION CHANGES RESULTING FROM DEFICIENCIES IN A-E PERFORMANCE				\$																						
C. DEFICIENCIES PAID FOR BY A-E				\$																						
D. DEFICIENCIES PAID FOR BY GOVERNMENT				\$																						
13. OVERALL RATING			14. RECOMMENDED FOR FUTURE CONTRACTS?																							
<input type="checkbox"/> EXCELLENT <input type="checkbox"/> AVERAGE <input type="checkbox"/> POOR			<input type="checkbox"/> YES <input type="checkbox"/> NO (If "NO," explain in REMARKS on reverse)																							
15A. NAME AND TITLE OF RATING OFFICIAL			16A. NAME AND TITLE OF REVIEWING OFFICIAL																							
15B. SIGNATURE		15C. DATE		16B. SIGNATURE																						
				16C. DATE																						

NSN 7540-01-155-3244

1421-101

STANDARD FORM 1421 (10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.236-2(d)

# Continuation — 6 FAH-2 H-572 Exhibit H-572D

STAGES OF SERVICES (As applicable)					PERFORMANCE										RATED BY	
					NOT APPLICABLE	RATING FACTORS/RATINGS								SIGNATURE AND DATE		
						ACCURACY	COMPLETENESS	COOPERATION	COORDINATION	MANAGEMENT	MEETING SCHEDULE	PERSONNEL ABILITY	WORK QUALITY			
CONCEPTS	SCHEDULE (Mo., day, yr.)	FROM	TO	ARCH.												
	ACTUAL (Mo., day, yr.)	FROM	TO	MECH. ELEC.												
TENTATIVES	SCHEDULE (Mo., day, yr.)	FROM	TO	ARCH. STRU.												
	ACTUAL (Mo., day, yr.)	FROM	TO	MECH. ELEC.												
WORKING DRAWINGS	SCHEDULE (Mo., day, yr.)	FROM	TO	ARCH. STRU.												
	ACTUAL (Mo., day, yr.)	FROM	TO	MECH. ELEC.												
ESTIMATES				A/S												
				M/E												
CRITICAL PATH METHOD				PRE-AWARD												
				POST-AWARD												
POST CONSTRUCTION CONTRACT SERVICES				SHOP DWGS.												
				MANUALS												
INSPECTION				FIELD												
				OFFICE												
SOLICITATION DOCUMENTS																
REMARKS																



**6 FAH-2 H-572 Exhibit H-572E**  
**FINAL PAYMENT AND CLOSEOUT**  
**MEMORANDUM**

(TL:CORH-1; 08-21-1997)

MEMORANDUM

TO: [Contracting Officer]

FROM: [COR]

SUBJECT: Final Payment and Close-Out of Contract No. [insert number] with  
[insert contractor's name]

REF: Final Voucher/Invoice No. \_\_\_\_\_

Date of Voucher/Invoice \_\_\_\_\_

I hereby certify that the services under the subject contract have been delivered and accepted by the Department of State. Therefore, the referenced voucher/invoice represents the final payment under this contract and is hereby approved.

\_\_\_\_\_  
Contracting Officer's Representative  
Signature

\_\_\_\_\_  
Date

Attachment: Voucher/Invoice No. \_\_\_\_\_